



Department of Development Services – West Region
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Job Title: Secretary 1 (80 hrs.)

Location: Southbury Training School – Standards and Organizational Compliance Office

Job Posting No: 015650

Hours: 1st Shift: Monday-Friday 8:00am - 4:30pm; Regular Days Off Saturday, Sunday

Salary: \$1,541.50/bi-weekly

Closing Date: December 30, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Secretary 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties consistent with Secretary 1 job specification. This position will report to the Director of the Standards and Organizational Compliance Office. This position will be responsible for the collection of data and the development and maintenance of various databases to manage and issue quarterly reports related to maintaining the standards developed under the USA v. CT and the Messier v. STS Settlement Agreement. Knowledge of Microsoft Word, Excel and Access is necessary. Attention to detail is essential. Additionally the position serves as the clerical support for the STS Quality Management Council and administrative support to the Director of STS in the absence of the Administrative Assistant. Responsible for the coordination of report for the Quality Management Council: takes and disseminates minutes for the Quality Management Council. Incumbent will also be required to interface with staff from the various departments at the facility, take meeting minutes, maintain and order office supplies, and to serve as a back-up to other secretarial staff, as necessary. Performs other related duties.

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Belinda Weaver
Fax: 203-574-8857
Email: belinda.weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.